

- The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.
- The information we release in accordance with the publication scheme represents the minimum we must disclose.
- If a member of the public wants information not listed in the scheme, they can still ask us for it. All such requests should be referred to Lucy Betteridge, SPTA's Freedom of Information Officer.
- SPTA has adopted the model publication scheme for Academies prepared and approved by the Information Commissioner.
- The following classes of information are laid down by the Information Commissioner in the model publication scheme for Academies.
 - Who we are and what we do
 - What we spend and how we spend it
 - What our priorities are and how we are doing
 - How we make decisions
 - Our policies and procedures
 - Lists and Registers
 - The Services We Offer.
- Appendix 1 indicates what information is covered by the publication scheme and how it can be obtained.
- Material which is published and accessed on a website will be provided free of charge.
- Charges may be made for actual disbursements incurred in providing information such as:
 - photocopying
 - postage and packaging
 - the costs directly incurred as a result of viewing information.